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Executive Registry

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6 December 1950

MEMORANDUM FOR: DEPUTY FOR ADMINISTRATION

FROM: Assistant Director, CD

SUBJECT: Transfer of Vital Documents program from
OGD to Deputy for Administration.

1. Under existing directives this Office is responsible for the collection and reproduction of documents vital to the continued existence of CIA in the event of destruction of current headquarters in Washington, for the supervision of a Vital Documents Repository in another city, and for the safeguarding and transportation of the reproduced documents from headquarters to the Repository.

2. It seems to me that the above functions are clearly administrative in character.

3. It is recommended, therefore, that all responsibilities of the AD/CD in connection with the Vital Documents program be transferred to the Deputy for Administration.

4. If the above recommendation is approved, this Office will of course continue to provide all desired support to the officer to whom the Vital Documents responsibilities are delegated.

JAMES M. ANDREWS

Recommendation (not) approved:

Deputy for Administration

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Asst. Director for Coll. & Diss.

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The recommendation contained in paragraph 3 of your attached memo is approved.

The actual transfer of this responsibility will be arranged directly between yourself and Mr. Peel, the timing to be such as to insure continued efficient operation.

cc ; Chief,

Deputy Director for Administration

DD/A *chromo* ✓

LIS: mc (10 Dec. 50)

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